

## **Program Director**

### ***Primary Functions***

- Ensure agency operations align with all contractual requirements
- Perform staff supervision and oversight
- Be a key player and employ marketing and coalition building activities in the early care and out of school time care community to promote public private partnerships and establish the CCR&R as a leader in the field.

## **Professional Development Coordinator**

### ***Primary Functions***

- Ensure that all training offered meets the minimum training/trainer standards set by the State and IACCRR and is delivered for all provider types in the service delivery area.
- Serve as the early care and out of school time care knowledge professional for the agency and ensure that trainings and technical assistance activities are research and best-practice based and include collaborative blended models
- Participate and implement a Professional Development Plan which includes research based strategies, data driven decisions, and includes a community collaborative model

## **Professional Development Specialist**

### ***Primary Functions***

- Offer and deliver high quality professional development for all provider types in the service delivery area
- Assist in the planning and implementation of a Professional Development Plan which includes research based strategies, data driven decisions, and includes a community collaborative model

## **Outreach Specialist<sup>1</sup>**

### ***Primary Functions***

- Design and implement innovative strategies that increase capacity and accessibility of high quality providers of all types.
- Provide consumer education and referrals to families including onsite and face-to-face referrals at locations throughout the service delivery area. A primary strategy must include CCDF voucher clients.
- Engage in marketing and outreach activities designed to increase utilization of services, establish public/private partnerships, and promote high quality child care as an economic development issue.

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<sup>1</sup> It is not anticipated that the primary functions will be carried out by a single staff person

## **School Age Specialist**

### ***Primary Functions***

- Increase the child care out of school time care capacity and Paths to QUALITY participation in partnership with the Outreach Specialist
- Offer and deliver high quality professional development and technical assistance to OST providers
- Utilize data to inform communities of the needs of OST families and providers

## **Paths to QUALITY Coach**

### ***Primary Functions***

- Provide relationship/researched based technical assistance strategies which promote continuous quality improvement and ensure all Paths to QUALITY goals are achieved
- Support and implement a collaborative model of coaching which includes coordination with partnering agencies
- Adhere to Indiana and CCR&R system Paths to QUALITY policies, procedures, and standards of service delivery

## **Paths to QUALITY Master Coach**

### ***Primary Functions***

- Ensure inter-coach reliability with the Paths to QUALITY Program Standards
- Ensure Paths to QUALITY coaches participate in monitoring and evaluation activities with IACCRR as required by the state
- Coordinate work of the Paths to QUALITY coaches

## **Infant/Toddler Specialist**

### ***Primary Functions***

- Support and sustain high quality infant toddler care through specialized technical assistance.
- Provide specialized technical assistance to support providers in promoting positive social emotional development
- Participate in a collaborative blended model of technical assistance and professional development

## **Inclusion Specialist**

### ***Primary Functions***

- Support and sustain the successful inclusion of children with special needs in ECE and OST programs through specialized technical assistance.
- Provide specialized technical assistance to support providers in Implementing behavior management strategies, including positive behavior and support models that promote positive social and emotional development and reduce challenging behaviors, including reducing expulsions of preschool-aged children for such behaviors
- Participate in a collaborative blended model of technical assistance and professional development

## **Pre-K Project Manager**

### ***Primary Functions***

- Coordinate local community engagement for On My Way PreK including family recruitment and enrollment
- Coordinate local provider engagement and enrollment in On My Way PreK.
- Act as liaison between local pre-k leadership teams and the State.

## **Hispanic Outreach Specialist**

### **Bilingual staff to support Spanish-speaking providers**

#### ***Primary Functions***

- Provide relationship/researched based technical assistance and professional development strategies which promote continuous quality improvement to ensure all state and local goals are achieved
- Support and implement a collaborative model of coaching which include coordination with partnering agencies
- Design and implement innovative strategies to increase capacity and accessibility of high quality providers of all types.